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FOOD SUPPLIES & CONSUMER WELFARE DEPARTMENT

NOTIFICATION

The 11th August, 2016

No. 16136-FE-II-CR-12/2016/FS&CW.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and in supersession of all rules, resolutions, orders or instructions except as respect things done or omitted to be done before such supersession, the Governor of Odisha is pleased to make the following rules regulating the methods of recruitment and conditions of service of the persons appointed to the grade of Inspector of Supplies, namely:—

1. **Short title and commencement:**—(1) These rules may be called the Odisha Civil Supplies (Method of Recruitment and Condition of Services of Inspector of Supplies), Rules, 2016.

(2) They shall come into force on the date of their publication in *Odisha Gazette*.

2. **Definitions:**—(1) In these rules unless the context otherwise requires, —

- (a) “Cadre Controlling Authority” means Secretary to Government, Food, Supplies & Consumer Welfare Department;
- (b) “Commission” means the Odisha Staff Selection Commission;
- (c) “Committee” means the Departmental Promotion Committee constituted under rule 10;
- (d) “Departmental Examination” means examination conducted by the Board of Revenue;
- (e) “Ex-Servicemen” means a person defined as such in Clause (b) of rule 2 of the Odisha Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (f) “Government” means the Government of Odisha;
- (g) “Person with Disabilities” means a person who have been granted a Disability Certificate by the competent authority as per the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Right, and Full Participation) Odisha Rules, 2003;
- (h) “Scheduled Castes & Scheduled Tribes” means such Castes and Tribes as notified by the President of India under Article 341 and 342 of the Constitution of India, respectively;

- (i) "SEBC" means the Socially and Educationally Backward Classes of citizens other than the scheduled castes & scheduled tribes as may be specified by the Government from time to time;
 - (j) "Service" means the Odisha Civil Supplies Inspectors' Service;
 - (k) "Sportsman" refers to person who holds the identity card as sportsman issued by the Director, Sports;
 - (l) "Year" means a Calendar Year
- (2) All other words and expressions used in these rules but not specifically defined shall, unless the context otherwise requires, have the same meaning as respectively assigned to them in the Odisha Service Code.
- 3. Constitution of Service:—**The Service shall consist of the post of Inspector of Supplies.
- 4. Methods of recruitment:—**Subject to other provisions made in these rules recruitment to the post in the service shall be made by the following methods, namely:—
- (a) Ninety per cent of the posts in the service shall be filled up by direct recruitment through competitive examination to be conducted by the Commission.
 - (b) Ten per cent of the posts in the service shall be filled up by way of promotion from amongst the eligible Market Intelligence Inspector and Statistical Assistant of Food, Supplies & Consumer Welfare Department in the ratio of 2:1 (Market Intelligence Inspector or Statistical Assistant).
- 5. Reservations:—**Notwithstanding anything contained in these rules the reservation of vacancies or posts, as the case may be for:—
- (a) Schedule Castes & Schedule Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes & Scheduled Tribes) Act, 1975 and the rules made there under; and
 - (b) SEBC, Women, Sportsmen, Ex-servicemen and Persons with Disabilities shall be made in accordance with the provisions made under such Acts, Rules, Orders or Instructions issued on this behalf by the Government from time to time.
- 6. Eligibility criteria for Direct Recruitment:—**In order to be eligible for direct recruitment to the service, a candidate must,—
- (a) be a citizen of India;
 - (b) have possessed Graduation Degree or an equivalent qualification from an Institution recognized by the Government and has knowledge in Basic Computer Skills;
 - (c) be not below 21 years and above 32 years of age on the 1st day of January of the year in which the recruitment is made:

Provided that the upper age limit in respect of reserved categories of candidates referred to in rule 5 shall be relaxed in accordance with the provisions of the Act, Rules, Orders or Instructions, for the time being in force, for their respective categories;

(d) be able to read, write and speak Odia and have,—

- (i) Passed Middle School examination with Odia as a language subject; or
- (ii) Passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject, or
- (iii) Passed in Odia as language subject in the final examination of Class-VII or above from School or Educational Institution recognised by the Government of Odisha or the Central Government, or
- (iv) Passed a test in Odia in Middle English School Standard conducted by the School & Mass Education Department/ Board of Secondary Education, Odisha.
- (v) not have more than one spouse living:

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule;

- (vi) be of good mental condition and bodily health and free from any physical deformity likely to interfere with the discharge of his duties in the service.

Note:— A candidate, who after such medical examination as the Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service:

Provided that the condition as to physical deformity shall not be applicable to the categories defined in Clause (g) of rule 2 of this rule.

7. Selection by the Commission:—(1) The competitive examination for direct recruitment to the Post in the service shall be conducted by the Commission in the manner provided hereunder, namely:—

- (a) The appointing authority shall communicate the total number of existing vacancies and the anticipated vacancies, if any, likely to arise during the recruitment year to the Commission in the first week of December of the year preceding the recruitment year, indicating the post to be reserved for candidates belonging to different reserved categories and to furnish the necessary details in the format prescribed for the purpose by the Commission.
- (b) The Commission shall, on receipt of the categorywise vacancy position, publish the advertisement at the latest by the last week of January of the year in two widely circulated Odia daily inviting applications from eligible candidates to appear at the examination.

- (c) The Commission after receiving all the applications shall take steps to select candidates as per procedures or rules of the Commission.
- (2) Plan of Examination: The Selection procedure shall consist of the following stages, namely:—
- Preliminary Examination – 100 marks
 - Main Examination – 200 marks
 - Computer Skill Test – 50 marks
- (3) Preliminary Examination: (a) There shall be a preliminary examination in single sitting of 2 hours duration on the subject “General Awareness” with multiple choice objective type questions covering the fields of General Science, Current events, History and Geography of India with special reference to Odisha’s art, literature and culture, political & economic scenario of the country, basic features of Indian Constitution.
- (b) The Preliminary examination may be dispensed with if the number of candidates is less than five thousand.
- (c) The answer papers shall be in OMR form and there shall be no negative marking for wrong answers.
- (d) Candidates numbering up to 20 times the vacant posts in respective categories subject to securing at least the cut-off mark as may be fixed by the Commission may be called to appear in the main examination.
- (e) Preliminary examination is qualifying in nature only and shall not be counted towards final merit list.
- (4) Main Examination: (a) The Subjects, marks and duration of main examination shall be as follows, namely:—

<u>Papers</u>		<u>Marks</u>		<u>Time</u>
(i) Paper-I General English	–	50 marks	–	1 hour
(ii) Paper-II Odia Language	–	50 marks	–	1 hour
(iii) Paper-III General Studies	–	100 marks	–	1 hour

- (b) The question in General English and Odia Language paper shall be of High School Certificate standard and comprise of comprehension of given passage, précis writing, letter/application/report writing, essay writing, translation from English language to Odia language / Odia language to English language, vocabulary, usage and grammar.
- (c) The General Studies paper shall comprise of questions on Indian History, Geography of world and of India with special reference to Geography of Odisha, Indian Polity and current economic scenario, environmental conservation, Human rights issues, art, literature and culture, General Science, Arithmetic and numerical ability, quantitative type questions. The answer papers will be in OMR form. The question will be of Graduation standard.

- (d) The candidates numbering up to three times the number of vacancies in each category in order of their ranks in the combined and categorywise merit lists shall be called to appear at the Computer Skill Test, subject to scoring marks above the cut-off percentage as may be fixed by the Commission.
- (e) The Computer Skill Test (CST) will be a test on knowledge of candidates about use of Computer in practical field of works. The practical test consists of Ms-Word, Excel, Window, Typing and use of Internet and e-Mail. The minimum qualifying marks in computer skill test shall be 33%. This test score is qualifying in nature and will not be considered for ranking of the candidates. The Computer Skill Test will be of one hour duration.

8. Select list and its validity:— (1) The Commission shall send the composite merit list of candidates indicating the reservation status of different categories and submit the said list to the Government in Food Supplies & Consumer Welfare Department.

- (2) The merit list received from the Commission shall be placed before the Government for approval and on such approval it shall form the select list.
- (3) Appointment to the post of Inspector of Supplies shall be made in the order in which their names appear in the select list.
- (4) The select list shall ordinarily remain in force for one year from the date of its approval by the Government under sub-rule (2) or, until another select list is prepared afresh by the Commission, whichever is earlier.

9. Eligibility Criteria for promotion:—For Promotion to the post of Inspector of Supplies against ten per cent quota under clause (b) of rule 4, a Market Intelligence Inspector or a Statistical Assistant, must fulfil the eligibility criteria of educational qualification as prescribed under Clause (b) of rule 6 and must have completed at least two years of service as such:

Provided that in case required number of Market Intelligence Inspector and Statistical Assistant are not available for Promotion to the post of Inspector of Supplies in a particular year, these vacancies shall be filled up through direct recruitment under Clause (a) of rule 4:

10. Constitution of Departmental Promotion committee:—(1) There shall be constituted a Committee for considering promotion of Market Intelligence Inspector/Statistical Assistant to the posts of Inspector of Supplies with the following members, namely:—

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|-----|--|----|-----------------|
| (a) | Secretary to Government, Food Supplies & Consumer Welfare Department. | .. | Chairman |
| (b) | Additional Secretary / Joint Secretary to Government of the Department to be nominated by the Secretary. | .. | Member |
| (c) | Deputy Secretary or Joint Secretary of the Department in-charge of the concerned branch. | .. | Member-Convenor |

- (2) The recommendation of the committee shall be valid and can be acted upon notwithstanding the absence of any one of its members other than the Chairman.

Provided that the member so absents must have been duly invited to attend the meeting of the Committee and the majority of members of the Committee attended the meeting.

11. Procedure for Selection by the Committee:—(1) The Committee shall meet at least once in a year preferably in the month of January to prepare a list of Market Intelligence Inspector/Statistical Assistant, as are held by them suitable for promotion to the rank of Inspector of Supplies taking into account the existing vacancies and the anticipated vacancies of the year.

- (2) The Committee while considering the promotion cases of suitable Officers and preparation of the list shall follow the provisions of :—

- (a) the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988;
- (b) the Odisha Civil Services (Criteria for Promotion) Rules, 1992; and
- (c) the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.

- (3) The list prepared by the Committee under sub-rule (1) after being approved by the Government shall form the select list.

12. Probation and Confirmation:—(1) Every person appointed to the service by direct recruitment shall be on probation for a period of two years and when appointed on Promotion shall be on probation for a period of one year from the date of joining the post :

Provided that the appointing authority may, if think fit, in any case or class of cases, extend the period of probation:

Provided further that such period of probation shall not include,

- (a) extraordinary leave
- (b) period of unauthorized absence; or
- (c) any other period held to be not being on actual duty

- (2) The appointment of a probationer may, for good and sufficient reasons to be recorded in writing, be terminated by Government at any time without previous notice during the period of probation including extension of such period, if any, and after such termination the direct recruit shall be deemed to be removed from service and in case as promote the incumbent shall be deemed to be reverted to his former post/cadre.
- (3) A probationer after completing the period of probation to the satisfaction of the Government shall be eligible for confirmation subject to passing of Departmental Accounts Examination under rule 14 and availability of substantive vacancy in the grade.

- 13. Inter-Se-Seniority:—** (1) The *Inter-Se-Seniority* of the Officers appointed by direct recruitment to the service in a particular year shall be in the order in which their names appear in the select list formed under sub-rule (2) of rule 8.
- (2) The *inter-se-seniority* of the Officers appointed by way of promotion to the service in a partial year shall be in the order in which the names appear in the select list prepared under sub-rule (3) of rule 11.
- (3) The direct recruits of a particular year of recruitment shall be en-block placed below the promotees of that year.
- 14. Departmental Examination:—** (1) Every member of the service shall be liable to pass the prescribed Departmental Examination on Accounts and Office procedure during the period of probation otherwise he / she shall not be eligible for next and Subsequent increments.
- (2) The Subject of Departmental Examination and maximum marks, qualifying marks, duration of examination shall be as decided by the Board of Revenue from time to time
- 15. Relaxation:—** When the Government are of the opinion that it is considered necessary or expedient so to do, in public interest, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of employees.
- 16. Interpretation:—**If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final.

By Order of the Governor

P. K. MOHAPATRA

Principal Secretary to Government